

## **THE ANNUAL MEETING OF HAVERHILL TOWN COUNCIL**

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Auditorium, Town Hall, High Street, Haverhill, on Tuesday 18<sup>th</sup> May 2004 commencing at 7.00 p.m., for the purpose of transacting the following business

<b>CONSTITUTION:</b>	<b>Out-Going Town Mayor:</b>	<b>Cllr. J Rudd</b>
	<b>Town Councillors:</b>	<b>R Avallone, C Cullum, M Dane, S Fanning, E Goody, M Graham, G Kiernan, Maggie Lee, Mrs M Martin, T. Marks, L Robinson, L Samples, A Thomas, R Warwick, and N Whelan</b>

### **AGENDA**

**1. Apologies for Absence**

Please give any apologies to the office before the meeting.

**2. Election of Town Mayor**

To receive nominations for the position of Town Mayor and receive their declaration of Acceptance of Office. At the time of preparation of the agenda two nominations have been received – Cllrs Tim Marks and Jackie Rudd.

**3. Election of Deputy Mayor**

To receive nominations for the position of Deputy Town Mayor and receive their declaration of Acceptance of Office. At the time of preparation of the agenda only one nomination has been received – Cllr Sue Fanning.

**4. Vote of Thanks**

To propose a vote of thanks to the outgoing Deputy Town Mayor.

**5. Mayor's Allowance**

To agree the payment of the Mayor's Allowance.

**6. Outside Representatives**

To delegate authority to Committees to make appointments of representatives of outside bodies.

**7. Town Council Committees**

To confirm the allocation of Committee seats in accordance with Standing Order 41(e).

To confirm the establishment of a Pre-Trustee Committee.

**8. Town Council and Committee Meeting Dates**

To confirm the proposed meeting dates.

**9. To confirm Minutes of Meetings held 30<sup>th</sup> March 2004**

**10. To deal with any urgent matters arising from the Minutes**

**11. To confirm the Clerk's re-appointment as Responsible Financial Officer.**

The Council is required to re-appoint a Responsible Financial Officer. This position is currently held by the Clerk.

**12. To Resolve Not to Adjourn for a Public Forum**

In view of the fact that this meeting will be followed by the Town Meeting it is recommended that no Public Forum be held tonight.

**13. Adoption of Committee Reports**

Leisure Committee

To move the adoption of the minutes of the Leisure Committee held 13th April 2004

Community First Committee

To move the adoption of the minutes of the Community First Committee held 20th April 2004

Personnel Committee

To move the adoption of the minutes of the Personnel Committee held 27th April 2004

**14. CRB Checks on Councillors.**

Community First Committee asked all Councillors if they would submit to a voluntary CRB check. The attached report indicates the current position and recommends further action.

**15. Presentation of Grants.**

To present grant cheques to organisations supported by Haverhill Town Council's Grants Awards Scheme.

**16. To authorise urgent payments.**

**17. To receive urgent correspondence**

**18. Matters of report**

**19. Closure**

If the business of the Town Council is not concluded by 8.00 p.m. a resolution will be required to adjourn and reconvene at a later time and/or date.



**Town Clerk  
Gordon Mussett**

**10 May 2004**